

Exhibitor Information

VCC Supplier

Displays

The Victoria Conference Centre (VCC) is the designated display supplier for your upcoming conference.

If you require additional items or services in addition to what is provided in your booth package, please refer to the VCC Order Forms. Lower rates apply to advance orders received up to fourteen (14) days prior to the scheduled exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note that Discount Advance Order Cut-off indicated on the order forms. Please contact the Exhibit Coordinator with any questions.

Tara Parkinson, Exhibit Coordinator Phone: 250-361-1021 Fax: 250-361-1030 tarap@victoriaconference.com

Shipment of Exhibitor Materials

All exhibitor materials must be shipped with Events on the Move. The VCC will not accept exhibitor shipments before the scheduled Exhibitor Move-In time and will refuse or redirect the shipment to Events on the Move.

Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show. Please contact Events on the Move with any questions.

Events on the Move Phone: (604) 647-0130 Fax: (604) 647-0136

The Victoria Conference Centre recommends Events on the Move for all custom brokerage and shipping.

Electrical Services

All electrical services are ordered and supplied through the Victoria Conference Centre. Please refer to the Electrical Order Form.

Lower rates apply to advance orders for electrical services received up to fourteen (14) days prior to the scheduled exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note the Discount Advance Order Cut-off indicated on the Electrical Order Form. Please contact the Exhibit Coordinator with any questions.

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Electrical services are installed under a standing City of Victoria Electrical Permit. Methods of connection to and distribution of electrical power must conform to existing electrical safety standards. The City of Victoria Electrical Inspector will be present at the Show to ensure all electrical appliances, cords, connections and displays with electrical components comply with the British Columbia Electrical Code. (Note: designation sticker, i.e. CSA, CUL, UCL, CGA and ETL). Any items not meeting the standards may be requested to be removed from the Show.

Heavy Equipment

Exhibitors displaying heavy equipment (i.e. motors, engines, vehicles, etc.) must provide pads underneath the equipment. Exhibitors will be responsible for any repairs, replacements or extraordinary cleaning as a result of their use of the function areas in the Crystal Garden.

Liability

The VCC will not assume any liability for damage or loss of any nature. Nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits.

Regulations

Nothing shall be posted on, nailed, stapled, or otherwise attached to columns, walls, floors or other parts of the building or furniture of the Crystal Garden.

Exhibit aisles and fire exit doorways are to be kept free from obstructions. Fire hose cabinets and pull stations must be left accessible and in full view at all times.

The use of open flame, including candles, lamps and torches is prohibited except under the following guidelines:

a) Candles in hurricane lamps are permitted while the flame is contained within the glass chimney (flame at least 1 inch below glass) and **b)** tea lights are permitted as long as they are held in a container with sides taller than the height of the flame

The use of open flame for cooking and demonstration must be approved by the Event Manager. All display materials are required to be flame proof and are subject to inspection by the Victoria Fire Department.

No flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases shall not be used or displayed unless otherwise approved by the Victoria Fire Department.

On an individual basis, any exhibits or demonstrations utilizing flammable gas such as propane are limited to a maximum five (5) lb. on site at any one time. A "Flow Restriction Valve" must be used on all propane tanks. The equipment and its operation must have prior written approval from the Victoria Fire Department and the Provincial Gas Inspector. All propane connections must be leak tested by VCC staff prior to use in Crystal Garden.

The use of the following materials indoor is prohibited: straw and hay, acetate fabrics, corrugated paper, paper backed foil, unless glued securely to suitable backing, combustible materials used for covering tables or for skirting tables, styrofoam constructed booths.

Floor Loads and Types

All areas of the Crystal Garden are carpet or carpet tiles on concrete except for the upper south end which is wood flooring. Both the Upper and Lower Levels have a load capacity of 489 kilograms per square metre (100 lb. per square foot).

Exhibitor Move-In/Out Times

Exhibit move-in/out times are as scheduled by the Event Manager or Show Management. Admittance to the Show area for set-up will be at the pre-arranged times only.

Loading Area

Access to the Crystal Garden loading area is off Humboldt Street. There are two loading bays and two freight elevators that can accommodate equipment up to 5000 lbs. and a maximum of 42" wide and 7' high. Please note that there is no parking available in this area.

Internet/Audiovisual Services

The VCC's in-house recommended supplier for presentation services including audiovisual equipment and the exclusive supplier for high speed internet services is Freeman Audio Visual Canada.

Phone: (250) 361-1095 Fax: (250) 361-1093

Food and Beverage Services

The Victoria Conference Centre Catering Department has exclusive food and beverage distribution rights within the Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization. Please contact the Event Manager with any questions.